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SG1
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SG1
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C O N F I D E N T I A L

Attach - 11

SG1A

T A S K F O R C E

DOCUMENT SYSTEM FOR MAPS, PHOTOGRAPHS AND MOTION PICTURES

SG1
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SG1
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25 April 1966

C O N F I D E N T I A L

GROUP 1
Excluded from automatic
downgrading and
declassification

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C O N F I D E N T I A L

[redacted] SG1 A

25 April 1966

Numbering System for Maps, Photographs and Motion Pictures

The Current Awareness Support Task Team proposes:

1. That the existing OSI Map Library numbering system be continued with such minor modifications as will make the numbers compatible with the [redacted] SG1A record-control numbering system.

2. That the record-control system which is attached be used for numbering OCR Graphics Register photographs and motion pictures.

3. That the Map and Graphics Register numbers be assigned by the Map Library and the Graphics Register respectively.

1. Unique catalogued maps in the OSI Map Library total somewhere between 170,000 and 180,000 (the block of numbers most recently assigned to the catalogers). The numbering system is an accessions number which has been maintained in a straightforward sequential series. To agree in appearance and length with the "P" number system for non-codeword documents [redacted] SG1A only a prefix and a suffix need be added to the six-digit

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number. "M" for "Map" will be the prefix; the terminal digits of the year accessioned will be the terminal digits. Both prefix and suffix can be ignored by Map Library in its file arrangement.

2. Graphics Register maintains three different numbering systems for its materials. 1,112,611 is the highest number for ground photos as of 18 April 1966, but the numbers between 500,000 and 799,999 have been reserved and are not completely used. Personality photos had reached 215,586 as of the same date; the numbers are distinguished from ground photo numbers by the prefix of "P". The film numbering system has 5 characters: the first character is a letter indicating the year ("W" is 1966); the last three characters are the sequential number within the year; the second character indicates the type, i.e., film, film strip, video tape, audio tape, or abstract of a non-CIA-held film. The three systems cannot be regularized as can the Map Library numbers by the addition of a letter prefix and date suffix. Therefore the CAS Task Team suggests that an entirely new system by begun when Graphics Register materials are incorporated into the [redacted] system. The numbers will be more meaningful, more regular, and more easily controlled. SG1 A

[redacted] SG1 A

Attachment:
Numbering System for Graphic Register
Motion Pictures and Photographs

JBkyh

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C O N F I D E N T I A L

Attachment

Numbering System for Graphics Register
Motion Pictures and Photographs

61xxxxxx66	Motion pictures
611xxxxx66	Films
612xxxxx66	Film strips
613xxxxx66	Audio tapes
614xxxxx66	Video tapes
619xxxxx66	Abstracts of films not held by GR
62xxxxxx66	Personality photos
63xxxxxx66	Ground photos
631xxxxx66	
632xxxxx66	
633xxxxx66	
634xxxxx66	
635xxxxx66	FDO and SP program photos
636xxxxx66	DDI program photos
637xxxxx66	DDP program photos

NOTE: The blank numbers could be used effectively to distinguish bloc from non-bloc personnel, to categorize the personalities by profession, etc., to separate ground photos by large geographic area, by type of installation, etc.

1 2
X X X X X X
9 9
9 9 9

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SG1A

MEMORANDUM FOR THE RECORD DATE: Tuesday, 17 May 1966

SG1A

SUBJECT: Meeting with [redacted] Task Team ~~on numbering systems~~ current awareness proposal for Films & Photos

PARTICIPANTS: [redacted] SG1A

SG1A SG1A

1. [redacted] began the discussion by saying that the proposal outlined in [redacted] was just a suggestion and was predicated on the fact that each item put into the [redacted] system must have a record control number (an address) for the computer. To conform to the USIB-sponsored numbering system, and that of [redacted] the record number must consist of 10 digits in a set pattern. SG1A SG1A

SG1A

2. [redacted] made the following points (presented in summary form):

a. The Graphics control number must consist of 10 digits—the first a "G" and the last two indicating the year. This could be either accession date or information date. He later said there were still a few uncommitted letters but did not volunteer that Graphics Register could use any but the "G."

No more than G because we can't commit any more — marking letters to such a small vol. of mat

b. An alpha character can only be used in the first column—no where else. — programmed this way & conforms to USIB type #

c. Other than the limitations and conditions specified above, the internal arrangement and any built-in meanings for the remaining columns or digits is up to Graphics Register.

true

d. As an alternative to the proposal in the working paper, [redacted] structured the following system: SG1A

G100000066) G700000066)	Ground Photos
G800000066	Personality Photos
G900000066	Film Branch

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e. Digit utilization in the second column to indicate subject as noted above:

1 - 7	Ground Photos
8	Personality Photos
9	Motion Pictures, Videotape, Film Strips, and Audio Tapes

f. This procedure permits the continued use of the current Photo Branch 7-digit numbering system by "wrapping around" a "6" prefix and a 2-digit date suffix and the substitution of an "8" for the "7" on personality photos.

g. A similar situation pertains for the Film Branch. That is, they now use a 5-digit number including a letter suffix for the year of accession. If, under the [redacted] scheme, the accession date is accommodated in the last two columns, this will leave two unused columns.

SG1A

3. It was agreed that the new proposal as outlined by [redacted] and [redacted] appeared to be acceptable to Graphics Register. The Film Branch intends to investigate the possibilities of utilizing the unused columns for controlling additional management information elements.

SG1A

SG1A

[redacted]

Staff Assistant, Graphics Register

Distribution:
Orig. - [redacted]
1 - [redacted]
1 - Photo Branch
1 - Film Branch
1 - SPA/OCR

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Next 2 Page(s) In Document Exempt

Approved For Release 2003/12/19 : CIA-RDP78-04546A000500070002-0

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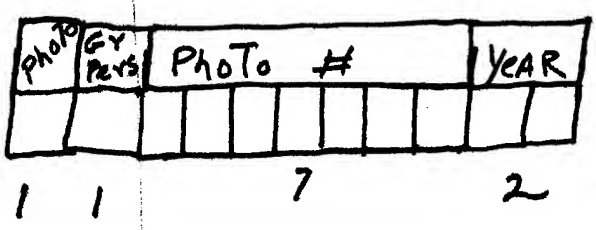

4 Fixed Fields

1 - 1 Position - Designates Photographs
2 - 1 Position - Ground/Personality
3 - 7 Positions - Negative Number
4 - 2 Positions - Year

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Approved For Release 2003/12/19 : CIA-RDP78-04546A000500070002-0

Present Program

USIB # 11 positions

1 – Photo
1 G – P
7 2 D
2 year –

---

25 Digit #

3 agency
7 Component
15 ID #

---

1 Photo
1 Ground / Personality
3 Source
7 Identification Number
2 Year.

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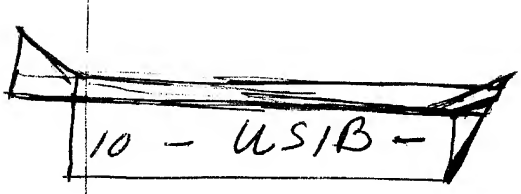
Approved For Release 2003/12/19 : CIA-RDP78-04546A000500070002-0



10 - USIB -

25 - source

X

G

3 agen

7 Component

15 Number

3 Source

2 Year

7

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To develop a system of numbers
to organize and identify photographs
that ~~which~~ would be meaningful
and compatable with existing computer
programs ~~which would~~ also providing
within the number source identification
information.

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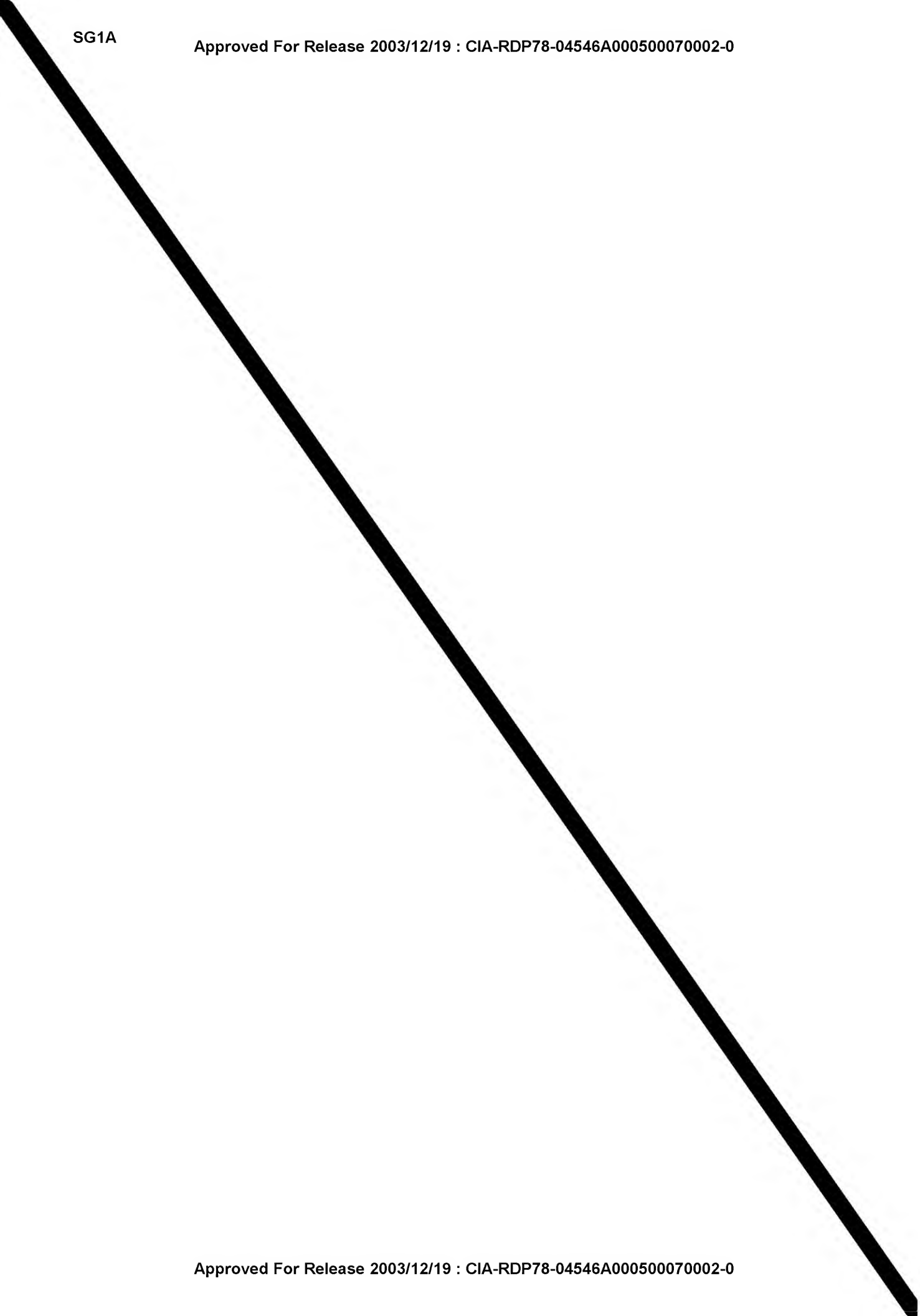

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